

Family Council Minutes

Meeting Date: May 29, 2014

Time: 6:30 – 8:30 pm

Location: Riverside Glen Long Term Care Library

Chairperson: Siobhan Bulmer

Secretary: a member volunteered

Twelve members attended the meeting

Guest Speaker: Guelph Fire Department

(times are approximate)

6:30-6:45 pm

1. Welcome new and returning members.
2. Distribution of sign in sheet, agenda, sympathy card and April meeting minutes

6:45-7:30 pm

Guest Speaker: Kim Hodgson, Chief Fire Prevention Officer,
Guelph Fire Department

- Riverside Glen is safe building, up to fire code standards
- training is to be completed by staff
- new provincial legislation has recently been passed regarding fire safety plans and staff training for retirement and long term care homes
- most fires happen at night
- homes must have sufficient staff to carry out plans, 24 hours a day
- fire department will review the home's fire safety plan and carry out an unannounced "mock fire" exercise to assess the efficacy of the plan
- the fire drill will be timed and the plan will pass or fail
- this has already been done at St. Joseph's in Guelph
- Riverside Glen has a fire safety plan, it is in a locked box in the entrance to the long term care home.
- the fire department will review the plan annually
- a letter of approval from the fire department is required for the home's licence renewal with MOHLTC
- Family Council members would like to have a copy of the fire safety plan

for review

- Provincial legislation requires sprinkler systems in all retirement and long term care homes by 2025. (already in place at Riverside Glen)
- Council members walked through the home with Kim Hodgson and he pointed out fire doors, sprinklers, smoke detectors and other safety features.
- areas of refuge in the home are stairwells, resident rooms, lounge areas.... depends where the fire is as to which areas should be used.
- number one rule: get outside!
- the home must do regular maintenance and inspections of the kitchen and laundry areas and the fire detection and sprinkler system
- council members are concerned that the laundry areas in the neighbourhoods may not be in the maintenance and inspection schedule, especially the dryers and their vents (lint build up is a fire hazard)
- if a fire occurred, at least four fire trucks would respond
- in the case of evacuation of the home, city of Guelph buses would be sent to aid in the transportation of residents to a safe location
- the fire department also responds to medical assist and lift assist calls from the home
- fire department inspections are usually complaint driven
- Council members thanked Kim Hodgson for his very interesting and informative talk.

7:30 – 8:30 pm

Council Business

3. Review and approval of previous meeting minutes.

- minutes reviewed and approved

4. Updates arising from previous minutes.

- a) Results: Family Surveys on LTC home quality of life
 - members felt they couldn't really answer the questions correctly
 - The survey doesn't seem fair/relevant when loved one has dementia/cognitive impairments
 - recreation seems like a weak area
 - care is very variable

- no outdoor activities
- to be reviewed at June meeting with new management

b) Discussion of MOHLTC inspections summary

- five more inspection reports (7 so far for 2014)
- copies of inspections summary given to council members
- reports reviewed

c) Special events for residents

- June 7 – 13: Family Council Week
- June 9 at 7:30 pm in the long term care foyer:
Musical entertainment “The Overtones”
ladies “barbershop” singers

d) Upcoming Guest speakers

- June 26: New managers: Brad Lawrence, Kate MacDonald
& Recreation Director: Ted Mahy
- August 28: Waterloo Wellington LHIN: Jacqui Tam

Committee Updates

5. Working group report

- a) update from City of Guelph
-no new information at this time

Communications review

6. Riverside Glen management and other agencies.

a) Concerns Report: Responses from management

- more staff feeding in Arthur but now less PSWs at feeding time in Eramosa
- POAs are to be notified when Tamiflu is to be given during an influenza outbreak
- #82 resident pictures aren't very good and the seating plan for residents is not a reasonable “back up” plan for resident identification, since in some areas residents never sit down or often sit in different places and plans may not be updated
- #83 tell management if students are seen on main floor

common areas when they aren't supposed to be

- #85 Family Council wants to remain in the Long Term Care home for meetings, so will stay in Physio/Gym room
- Kudos for things that are changing and concerns being addressed
- Family Council has a bulletin board in the LTC foyer beside the piano
- a locked mail box will be provided for messages for family council, the Chairperson will have the key
- the monthly newsletter from recreation will contain details about upcoming family council meetings and contact information
- possibility of new signage in the home to help new visitors and emergency personnel find the neighbourhoods and residents' rooms

b) May 5, 2014: Chairperson met with MOHLTC inspector (Joan Woodley) during RQI inspection

- Family Council Chair is interviewed as part of inspection, as is the Residents' Council President
- inspection report expected next month

c) May 14, 2014: Chairperson met with new manager and assistant manager

- Cath Nelson accompanied the Chairperson, as acting secretary and provided additional input into the meeting

d) May 23, 2014: Ontario Health Coalition Rally (postcard petitions)

- Chairperson attended the rally
- postcard petitions were distributed to council members
- OHC is advocating for minimum of four hours of care per resident in long term care homes
- petitions will be presented at Queens Park after the election to lobby the new government for change
- residents, family members and staff should all be

encouraged to sign the postcards and send them in
-postcards are available in the folder on our bulletin board

- e) Memos: -from Ted Mahy regarding Film Crew
-from Kate MacDonald regarding physicians
-from WDGPH regarding retirement outbreak
-details discussed with members

f) Report from Dr. Karima Velji

Wednesday, June 4 at 6:30 pm in Retirement town hall

- input session for families and residents
- most members will try to attend
- report distributed to those attending
- appendices missing, chairperson has followed up in e-mail to Paul Brown, no response yet

Members circle: sharing concerns and ideas and kudos.

- pictures and names of key management staff should be posted in a visible location, so residents and family members can easily identify them
- staff need to make more effort to take residents outside during nice weather
- discuss concerns with management at our next meeting

Thank you to:

Tina for all of your support with our meetings and paperwork.

Food Services for providing beverages and snacks for our meetings

Management Team for addressing some of our concerns and making Family Council more visible with our bulletin board and inclusion in the newsletter.

The council member who helped to arrange the June 9th Overtones performance and to Ted Mahy for supporting this event.